Gaylord Hospital Therapy Services
Clinical Ladder

Purpose: To provide an opportunity and incentive for clinicians to advance professionally within the therapy services department at Gaylord Hospital.

Objectives:
1. To establish a recognition system for clinical practice advancement and enhance career satisfaction.
2. To provide more opportunity for professional growth and increase employee retention with experienced qualified clinicians.
3. To establish specific performance eligibility criteria for each practice level.
4. To provide a framework for staff to develop specialized skills, in order to mentor other clinicians, to improve our patient care, and to increase community awareness of skills GH therapists possess.

Application Process:
1. Application for advancement to another level of practice can be completed at any time a therapist meets criteria for advancement.
2. Declaration is made by completing the Clinical Ladder Application and giving it to the employee’s respective supervisor.
3. The Clinical Ladder Committee will convene quarterly to review all new applicants.
4. The Clinical Ladder Committee consists of the Outpatient Administrator, the Director of Inpatient Therapy Services, and the Director of Development, one Inpatient Therapy Supervisor, one Outpatient Site Supervisor and staff members.
5. A staff member of the Clinical Ladder Committee may apply, if eligible.
6. Applicant will be interviewed by committee members during the quarterly meeting.
7. The Clinical Ladder Committee will make decision on each candidate by majority vote. During voting procedures, if the committee is represented by an even number in attendance, the Administrator or Director to whom the candidate reports will abstain from voting.
8. Employee is notified by their supervisor of committee decision.
Appeals Process:
1. A clinician who is denied advancement through the Clinical Ladder program may submit a formal request for review and appeal to their respective supervisor. This appeal must be made before the committee’s next scheduled meeting.
2. The candidate’s supervisor (with input from Inpatient Therapy Director or Outpatient Administrator, as needed) will review the appeal and its supporting documentation to determine if the committee needs to readdress the application for specific stated reasons.
3. The supervisor will notify the Clinical Ladder Committee if the appeal needs further review.
4. The Clinical Ladder Committee will make decision on each appeal by majority vote. During voting procedures, if the committee is represented by an even number in attendance, the Administrator or Director to whom the candidate reports will abstain from voting.
5. An employee may appeal the process only one time annually.

Annual Review:
1. In order to maintain specified clinical ladder level, all staff must maintain the annual requirements for their level of practice.
2. The candidate must demonstrate in writing that they have met the ongoing requirements.
3. Criteria will be reviewed by the committee annually.
4. The employee may be called to go before the committee, if there are any questions or clarification is needed during their annual review.
5. If it is determined that the employee has not met the criteria the employee’s career ladder level will be adjusted to the next lower level. The employee’s rate of pay will also be adjusted downward by the current percentage scale that represents each level of the ladder.
6. Employee must then wait 1 year before re applying.

Eligibility:
1. Any therapist or assistant, not in a supervisory role, may apply.
2. Must be in good standing, with no formal disciplinary action (ie: written warnings) within the last year.

Level I Therapist
1. Entry Level Therapist: No prior clinical experience needed.
2. Graduated from Accredited Professional School.
3. Current Active License or Temporary License to practice.
Level II Therapist
Generalist

• Individual is required to meet all eligibility requirements of a Level I Therapist.
  • I - initial requirement  A- annual requirement

1. Prior clinical experience required: 3 years, unless petitioned.  I
2. Works a minimum of 20 hours / week.  I/A
3. Letter of recommendation from supervisor and peer.  I
4. Actively participates in a student program or community education program, 2x per year.  I/A
5. Must be primary clinical instructor or CFY supervisor for 1 student / CFY per year.  I/A
6. 30 contact hours of CE within the last 3 years.  Must have 10 hours/yr for annual requirement.  I/A
7. Active member of at least 1 GH Committee (hospital wide or within the dept)  I/A
8. Provides at least 2 inservices/ year.  I/A
9. Identifies, proposes, and/or facilitates implementation of an area for program or process improvement annually.  I/A
10. Provides training to other staff members, as appropriate.  I/A

Level II Therapist
Clinical Specialist

• Individual is required to meet all eligibility requirements of a Level I Therapist.
  • I - initial requirement  A- annual requirement

1. Prior clinical experience required: 3 years, unless petitioned.  I
2. Works a minimum of 20 hours / week.  I/A
3. Letter of recommendation from supervisor and peer.  I
4. Actively participates in student program or community education, 2x per year.  I/A
5. Must be primary clinical instructor or CFY supervisor for 1 student / CFY per year.  I/A
6. 30 contact hours of CE in specialty area within the last 3 years.  Must have 10 hrs/yr for annual requirement.  I/A
7. Active member of at least 1 GH Committee (hospital wide or within the dept)  I/A
8. Provides at least 2 inservices / year related to specialty area.  I/A
9. Validates other staff members on competencies in their specialty area.  I/A
10. Reviews and initiates appropriate changes to clinical protocols, documentation, within specialty area.  I/A
11. Provides training to staff members, as appropriate.  I/A
Level III Therapist
Clinical Program Coordinator

- I - initial requirement  A - annual requirement

- Individual is required to meet all eligibility requirements of a Level II Therapist.

1. Prior clinical experience required: 8 years  I
2. Letter of recommendation from supervisor, peer and member of medical staff. I
3. Works a minimum of 20 hours / week. I/A
4. Achieve Clinical Specialty / Generalist Certification or at least 60 contact hours of continuing education in specialty area over the past 5 years. Need to have 20 hrs/yr to maintain. I/A
5. Chair a committee or participate in a special project per year. I/A
6. Provide competency training as appropriate per area of specialty. I/A
7. Act as an interdisciplinary resource throughout the organization. I/A
8. Provide at least 3 inservices to GH (ie: med staff, nsg staff, therapy staff) and/or community and referral sources. I/A
9. Construct or update guidelines, pamphlets, procedures and/or protocol manual designated for specified clinical specialty on a yearly basis. I/A
10. Mentor a new staff member. I/A
11. Conduct clinical rounds with referring physicians quarterly. I/A
12. Provide / Initiate community education. I/A
13. Provide 2 literature reviews or case studies yearly to support evidence based practice and make available to staff. I/A

Level III Therapist
Clinical Expert

- I - initial requirement  A - annual requirement

- Individual is required to meet all eligibility requirements of a Level II Therapist.

1. Prior clinical experience required: 8 years  I
2. Letter of recommendation from supervisor, peer and member of medical staff. I
3. Works a minimum of 20 hours / week. I/A
4. Achieve Clinical Specialty / Generalist Certification or at least 60 contact hours of continuing education in specialty area over the past 5 years. Need to have 20 hrs/yr to maintain. I/A
5. Chair a committee or participate in a special project per year. I/A
6. Provide competency training as appropriate per area of specialty. I/A
7. Act as an interdisciplinary resource throughout the organization. I/A
8. Provide at least 3 inservices to GH (ie: med staff, nsg staff, therapy staff) and/or community and referral sources. I/A
9. Construct or update guidelines, pamphlets, procedures and/or protocol manual designated for specified clinical specialty on a yearly basis. I/A
10. Mentor a new staff member. I/A
11. Participates in research biannually OR complete 3 case studies per year. I/A
12. Conduct clinical rounds with referring physicians quarterly. I/A
13. Provide / Initiate community education. I/A
14. Provide 2 literature reviews or case studies yearly to support evidence based practice and make available to staff. I/A

Pay Differential

- The rate of pay associated with achievement of Level II and Level III of this career ladder are represented in Appendix A.